USER MANUAL

ADVANCED GROUP TOOL

VERSION 2.3

TU Delft

Technische Universiteit Delft

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Introduction

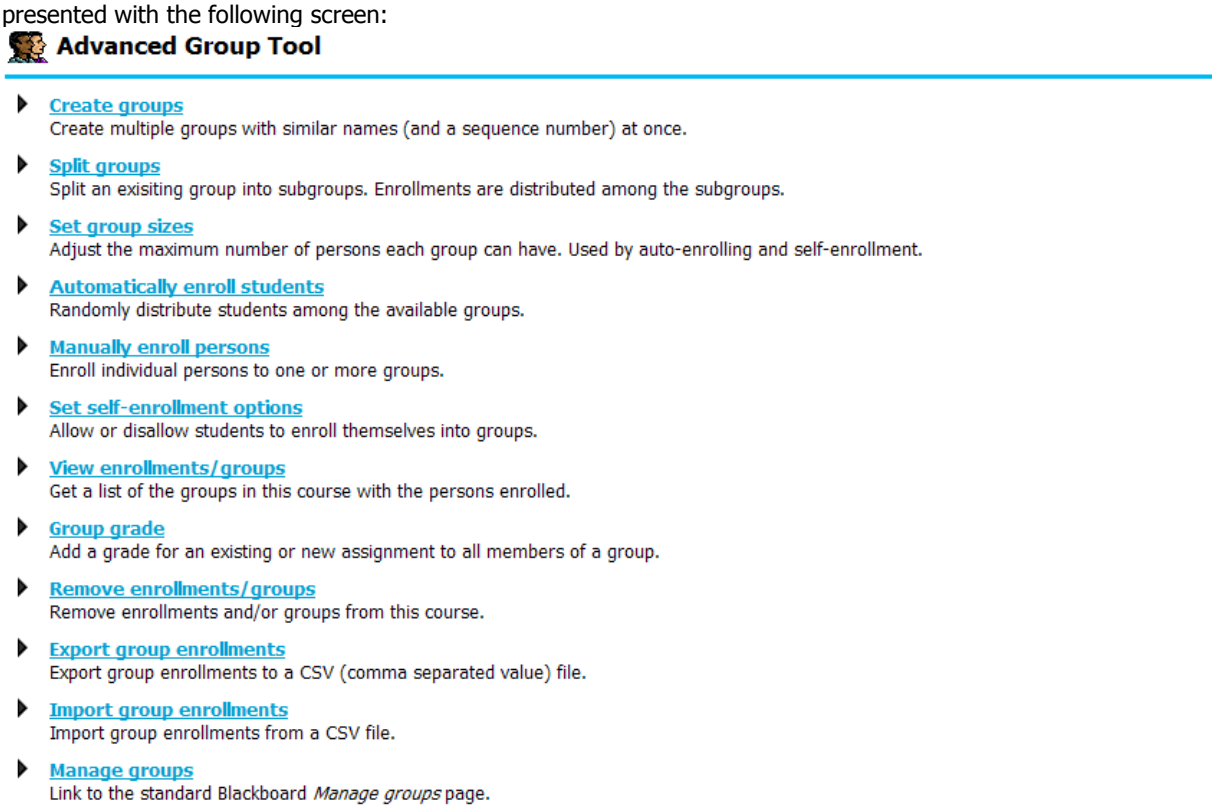
Description

To add to the functionality of Blackboard, a building Block was written to ease the process of creating groups. This so-called Advanced Group Tool offers the possibility to create and manage groups in a course faster and more easily than before.

Functionality

General

The **Advanced Group Tool** can be found in the Control Panel of every course under the Course Tools section, provided the user has the necessary rights (i.e. *Instructor* or *Teaching Assistant*). Upon entry, the user is presented with the following screen:

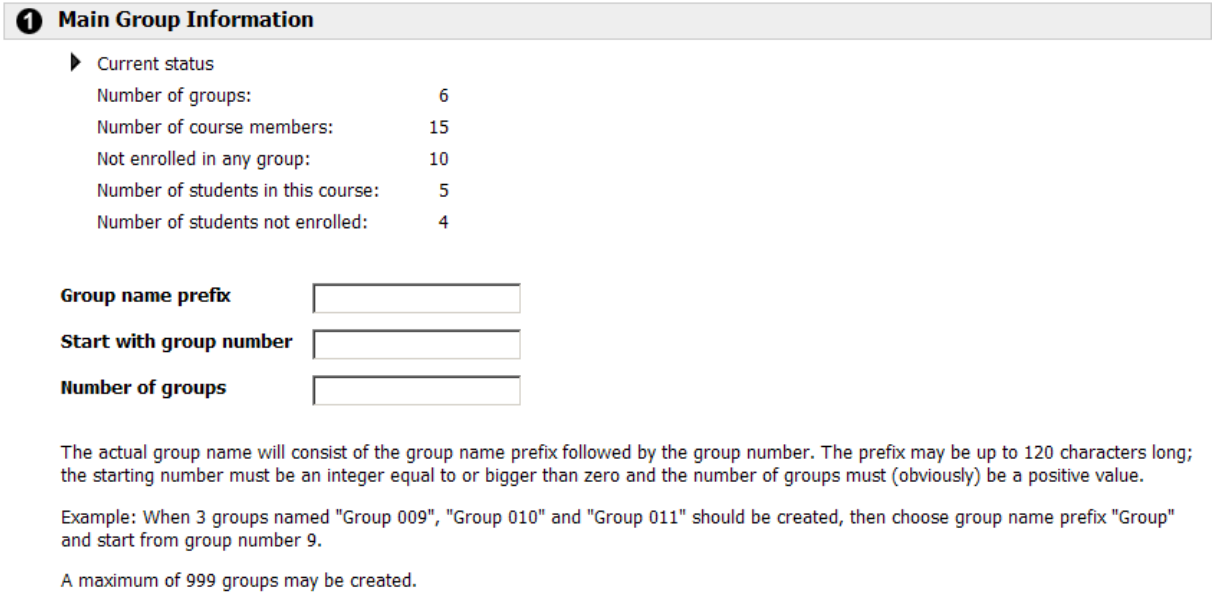

Advanced Group Tool
Create groups
Create multiple groups with similar names (and a sequence number) at once.
Split groups
Split an exisiting group into subgroups. Enrollments are distributed among the subgroups.
Set group sizes
Adjust the maximum number of persons each group can have. Used by auto-enrolling and self-enrollment.
Automatically enroll students
Randomly distribute students among the available groups.
Manually enroll persons
Enroll individual persons to one or more groups.
Set self-enrollment options
Allow or disallow students to enroll themselves into groups.
View enrollments/groups
Get a list of the groups in this course with the persons enrolled.
Group grade
Add a grade for an existing or new assignment to all members of a group.
Remove enrollments/groups
Remove enrollments and/or groups from this course.
Export group enrollments
Export group enrollments to a CSV (comma separated value) file.
Import group enrollments
Import group enrollments from a CSV file.
Manage groups
Link to the standard Blackboard Manage groups page.

These options and their possibilities will be explained in the remainder of this user manual.

Create groups

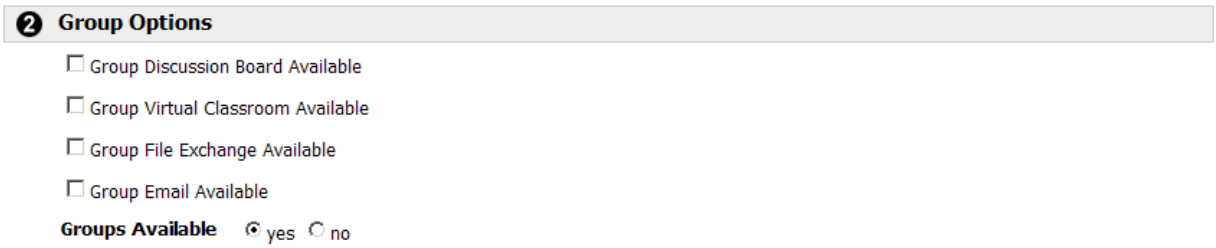
Using this option, you can create one or more groups in your course and decide on their default settings.

Main Group Information


1 Main Group Information
Current status
Number of groups: 6
Number of course members: 15
Not enrolled in any group: 10
Number of students in this course: 5
Number of students not enrolled: 4
Group name prefix
Start with group number
Number of groups
The actual group name will consist of the group name prefix followed by the group number. The prefix may be up to 120 characters long; the starting number must be an integer equal to or bigger than zero and the number of groups must (obviously) be a positive value.
Example: When 3 groups named "Group 009", "Group 010" and "Group 011" should be created, then choose group name prefix "Group" and start from group number 9.
A maximum of 999 groups may be created.

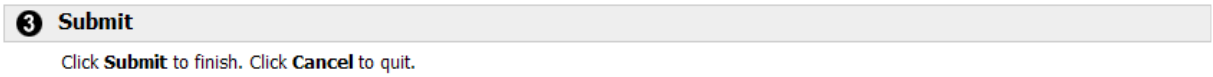
A group name consists of a prefix and a number in the range of 1 to 999:
Group name prefix: Enter the prefix of the groups you want to create.
Start with group number: Enter the starting number from which you want to start counting. For example, if you want to create groups 004 to 006, enter 4.
Number of groups: Enter the number of groups you want to create.

Group Options



Under **Group Options** you can set which options are available to the groups you want to create. Place a check in front of the options you want to enable. These settings will be the same for every group you create, but can be changed later on. **Groups Available** is by default set to yes and indicated whether the groups are visible to the users of your course.

Submit

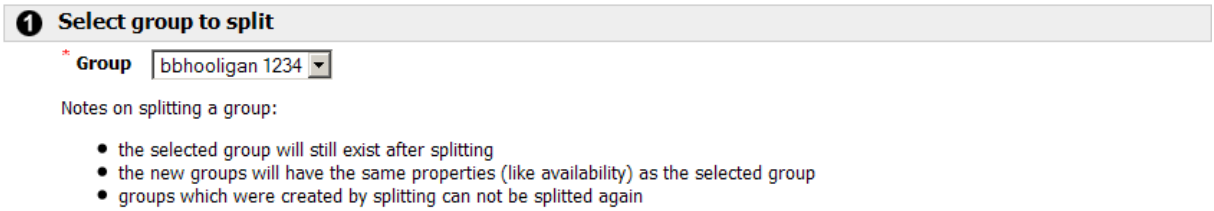


Click the **Submit**-button to create the groups.

Split groups

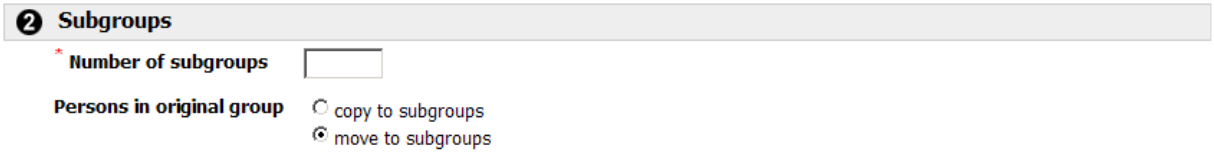
This option allows you to split already existing groups into a number of subgroups. The members of the group will be distributed among the created subgroups. The source group will, at your option, either be emptied or remain the same.

Select group to split


1 Select group to split
* Group
bbhooligan 1234
Notes on splitting a group:
the selected group will still exist after splitting
the new groups will have the same properties (like availability) as the selected group
groups which were created by splitting can not be splitted again

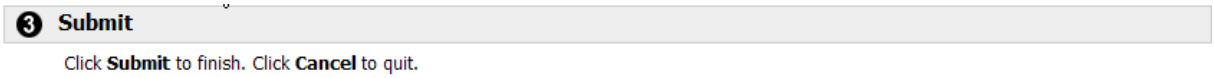
Select the group you want the split from the dropdown menu.
Note: only the groups that have not been split before are shown in the dropdown menu. Subgroups can not be split again.

Subgroups



The subgroups will be named after the existing group, followed by an underscore (_) and an incremented number for each subgroup.
Number of subgroups: Enter the number of subgroups you want split the existing group in to.
Persons in original group: Select whether the members of the existing group should be removed after the split (move to subgroups) or if they remain a member (copy to subgroups).
Note: the group itself will never be removed.

Submit

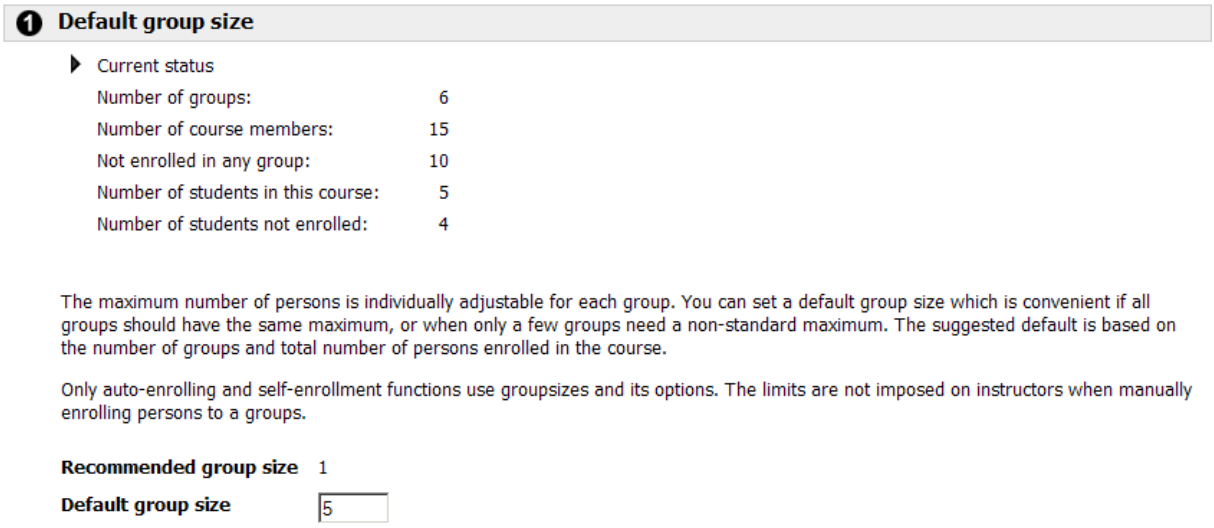


Click the **Submit**-button to split the group into subgroups. If you wish to do so, you can alter the group memberships of the newly created subgroups using **Manually enroll persons**.

Set group sizes

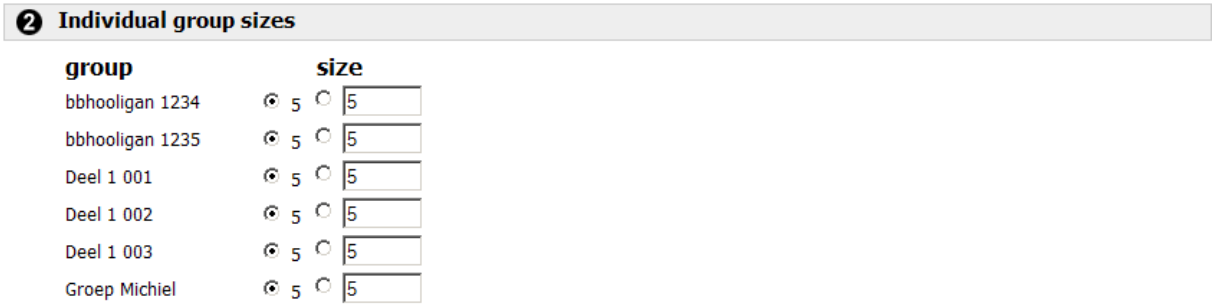
This option allows you to alter the size of the groups in your course. You can set a default group size or set a limit for each group individually. Finally, you can also set whether the limit affects all members of your course or only those with the role of *student*.

Default group size


1 Default group size
Current status
Number of groups: 6
Number of course members: 15
Not enrolled in any group: 10
Number of students in this course: 5
Number of students not enrolled: 4
The maximum number of persons is individually adjustable for each group. You can set a default group size which is convenient if all groups should have the same maximum, or when only a few groups need a non-standard maximum. The suggested default is based on the number of groups and total number of persons enrolled in the course.
Only auto-enrolling and self-enrollment functions use groupsizes and its options. The limits are not imposed on instructors when manually enrolling persons to a groups.
Recommended group size 1
Default group size 5

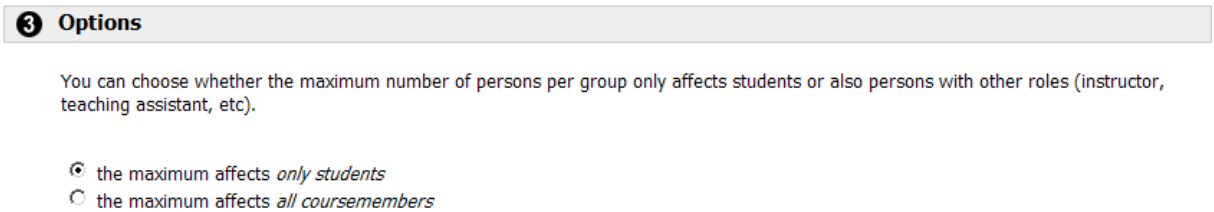
This section allows you to set the default size for a group. The **recommended group size** is based on the current number of groups and the number of users in your course.

Individual group sizes



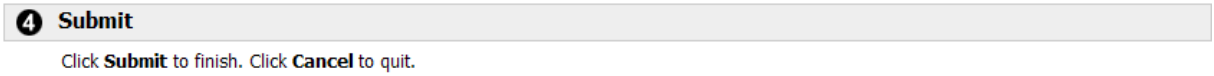
Here, you can set a non-default group size for each group individually.

Options


3 Options
You can choose whether the maximum number of persons per group only affects students or also persons with other roles (instructor, teaching assistant, etc).
the maximum affects only students
the maximum affects all coursemembers

You can, at course-level, not per individual group, indicate whether the limit on group sizes is affected by the number of users with the role of student or by all users in the course.

Submit

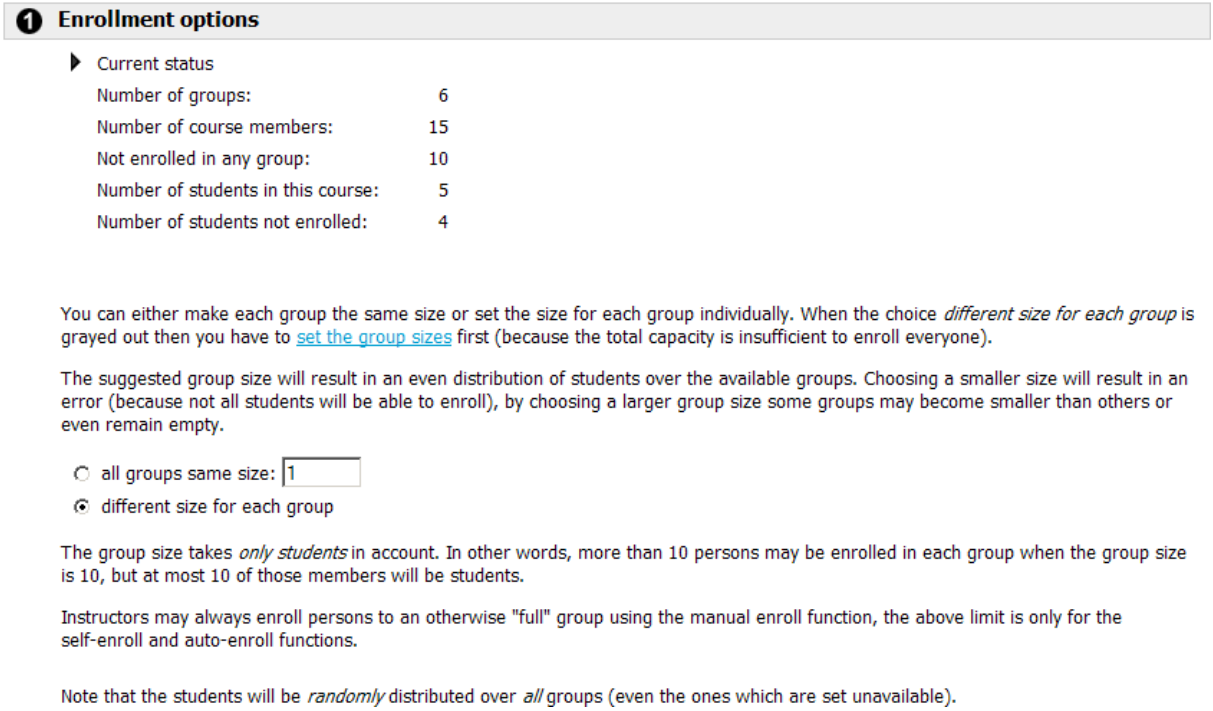


Click the **Submit**-button to confirm the changed you've made.

Automatically enroll students

This option allows you to distribute students over the existing groups in the course.

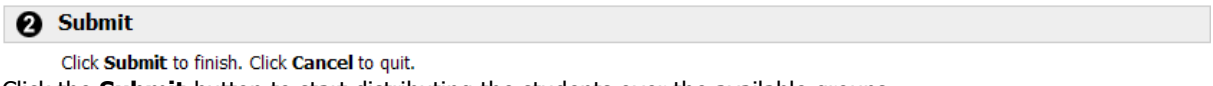
Enrollment Options


1 Enrollment options
Current status
Number of groups: 6
Number of course members: 15
Not enrolled in any group: 10
Number of students in this course: 5
Number of students not enrolled: 4
You can either make each group the same size or set the size for each group individually. When the choice different size for each group is grayed out then you have to set the group sizes first (because the total capacity is insufficient to enroll everyone).
The suggested group size will result in an even distribution of students over the available groups. Choosing a smaller size will result in an error (because not all students will be able to enroll), by choosing a larger group size some groups may become smaller than others or even remain empty.
all groups same size: 1
different size for each group
The group size takes only students in account. In other words, more than 10 persons may be enrolled in each group when the group size is 10, but at most 10 of those members will be students.
Instructors may always enroll persons to an otherwise "full" group using the manual enroll function, the above limit is only for the self-enroll and auto-enroll functions.
Note that the students will be randomly distributed over all groups (even the ones which are set unavailable).

Current status indicates the current status of group memberships in your course.
There are two options for distributing students over groups:

- *All groups same size*: Every group should have the same number of members. This distributes the students over all groups available, and can result in empty groups if the limit is set high enough. If the limit is set too low, you will be prompted with an error.
- *Different size for each group*: Students are distributed over the already existing groups according to the group size limits set with **Set group sizes**. This option may be unavailable if no group size limits have been set.

Submit

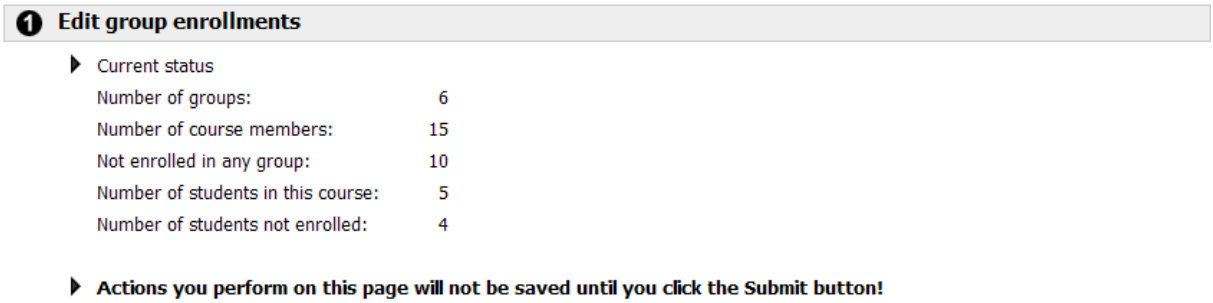


Click the **Submit**-button to start distributing the students over the available groups.

Manually enroll persons

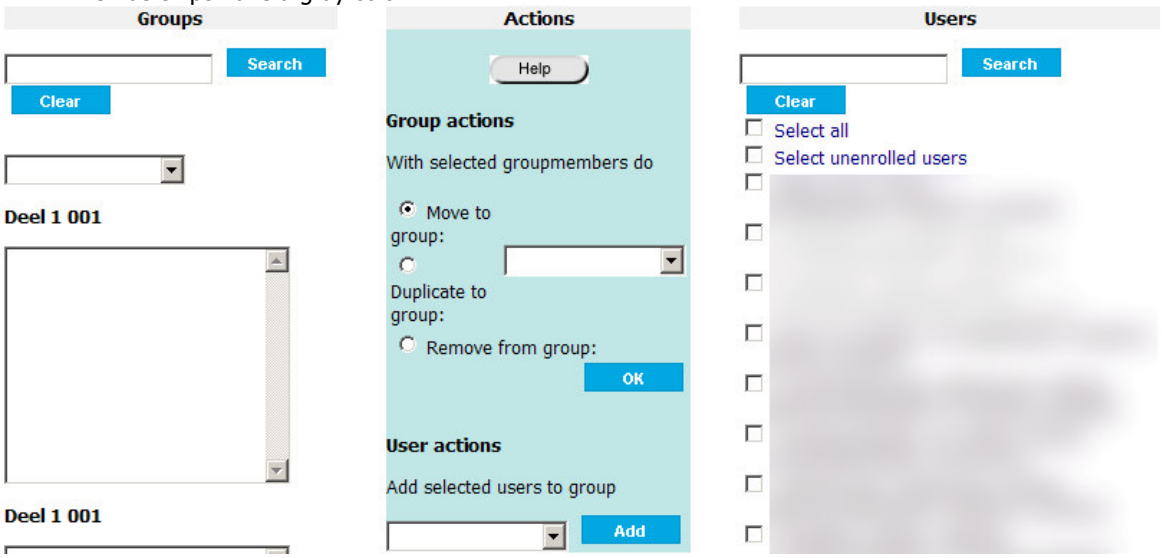
This option allows you to manage all available group memberships manually. Memberships can be created, altered and removed.

Edit group enrollments


Edit group enrollments
Current status
Number of groups: 6
Number of course members: 15
Not enrolled in any group: 10
Number of students in this course: 5
Number of students not enrolled: 4
Actions you perform on this page will not be saved until you click the Submit button!

The screen is divided into three sections:

1. On the left, the available groups and the members for each group are listed.
2. In the center, the possible actions are listed.
3. On the right, the users enrolled in the course are listed. Users that already have active group memberships have a gray color.



Note: before explaining the possibilities of this option, it is important to point out that none of the actions performed will be saved until you click the Submit-button. If you even refresh the page, all actions will be lost.

Filtering groups

It is possible that your course contains a high number of groups, and you are only interested in a few of them. The group tool offers two possibilities to filter the entries in the list of groups:

1. Search
   In the text field right below the header of the **Groups**-column, you can enter the name, or a part of the name, of the groups you want to view. After that, click the **Search**-button. Groups that do not match the entered filter will be hidden. To view all groups again, simply click the **Clear**-button.
2. Select
   Using the dropdown under the search field, you can select the group that you want to work with. All other groups will be hidden. To view all groups again, simply click the **Clear**-button.

Filtering users

To filter the list of users to only show the users that you are interested in, you can do the following:
In the text field right below the header of the **Users**-column, you can enter the name, or a part of the name, of the users that you want to display. After that, click the **Search**-button. Users that do not match the entered filter will be hidden. To view all users again, simply click the **Clear**-button.

Adding users to groups

1. Select the users that you want to add to a group in the right column.
2. In the center column, pick the group that you want to add the users to in dropdown list under Add selected users to group.
3. Click the Add-button next to the dropdown list.

De selected users will be added to the chosen group.

Moving users from one group to another

1. In the left column, find the group that you want to move the users from.
2. Select the users that you want to move:
   - Hold the Control-button while clicking to add individual users to the selection.
   - Hold the Shift-button while clicking to add a series of users to the selection.
3. Select the Move to group option under Group actions in the center column.
4. In the dropdown list, select the group that you want to move the users to.
5. Click the OK-button under Remove from group.

The selected users will be moved to the selected group.

Copying user from one group to another

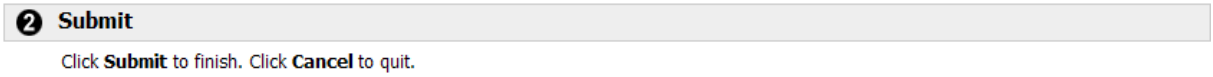
The method for copying users is the same as when moving users, with one difference, instead of selecting the *Move to group* option, select the *Duplicate to group* option.

Removing users from groups

1. In the left column, find the group that you want to remove the users from.
2. Select the users that you want to remove:
   - Hold the Control-button while clicking to add individual users to the selection.
   - Hold the Shift-button while clicking to add a series of users to the selection.
3. Select the Remove from group option under Group actions in the center column.
4. Click the OK-button under Remove from group.

The selected users will be removed from the group.

Submit

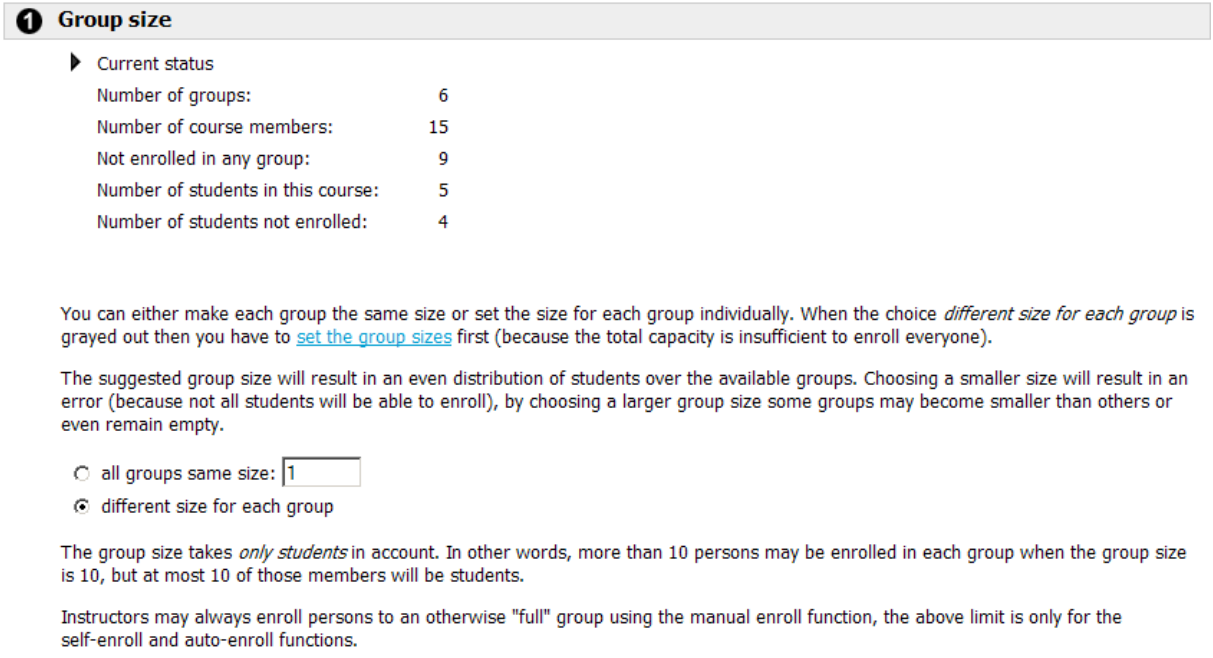


Click the **Submit**-button to save the changes that were made to the group enrollments.

Set Self-Enrollment Options

This option allows users to enroll themselves for groups.

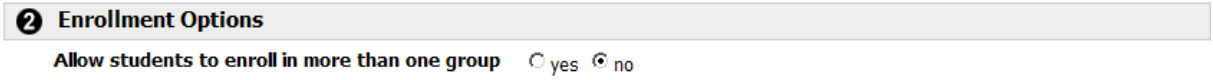
Group Size


1 Group size
Current status
Number of groups: 6
Number of course members: 15
Not enrolled in any group: 9
Number of students in this course: 5
Number of students not enrolled: 4
You can either make each group the same size or set the size for each group individually. When the choice different size for each group is grayed out then you have to set the group sizes first (because the total capacity is insufficient to enroll everyone).
The suggested group size will result in an even distribution of students over the available groups. Choosing a smaller size will result in an error (because not all students will be able to enroll), by choosing a larger group size some groups may become smaller than others or even remain empty.
all groups same size: 1
different size for each group
The group size takes only students in account. In other words, more than 10 persons may be enrolled in each group when the group size is 10, but at most 10 of those members will be students.
Instructors may always enroll persons to an otherwise "full" group using the manual enroll function, the above limit is only for the self-enroll and auto-enroll functions.

Current status indicates the current status of group memberships in your course.
There are two options for allowing users to enroll themselves:

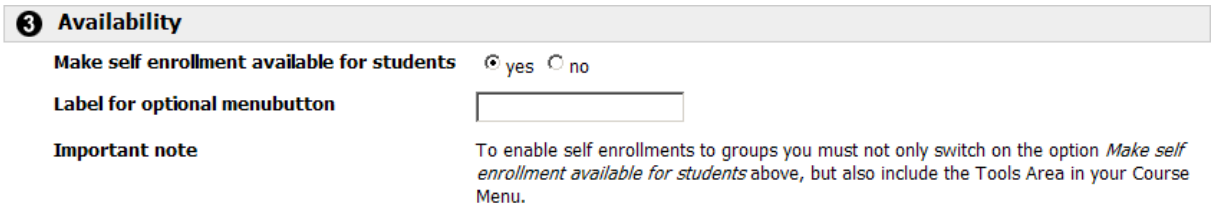
- *All groups same size*: Every group should have the same number of members. It is recommended to set this to a value where all users will be able to enroll themselves in a group and no empty groups remain.
- *Different size for each group*: Students can enroll themselves into already existing groups according to the group size limits set with **Set group sizes**. This option may be unavailable if no group size limits have been set.

Enrollment Options



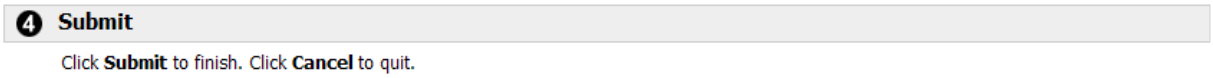
If **Allow students to enroll in more than one group** is set to *yes*, users can enroll themselves into more than one group in your course.

Availability


3 Availability
Make self enrollment available for students
yes
no
Label for optional menubutton
Important note
To enable self enrollments to groups you must not only switch on the option Make self enrollment available for students above, but also include the Tools Area in your Course Menu.

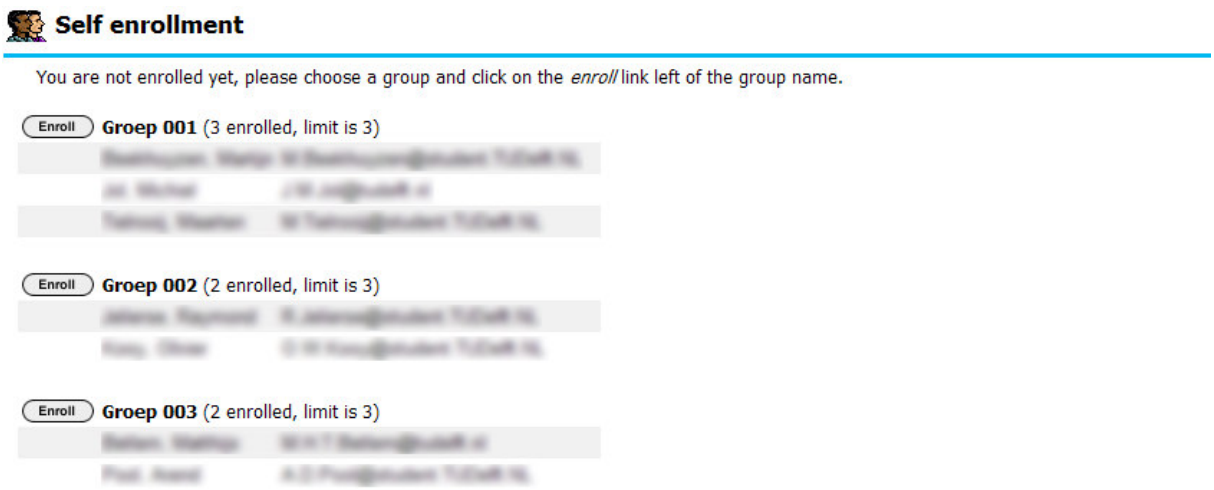
Set **Make self enrollment available for students** to *yes* to enable users to enroll themselves into groups. This option is available in the Tools-section of your Course Menu.
Note: the Tools-section entry in your Course Menu is required for self enrollment to work. By entering a label in the **Label for optional menubutton** text field, the Group Tool automatically creates one for you.

Submit



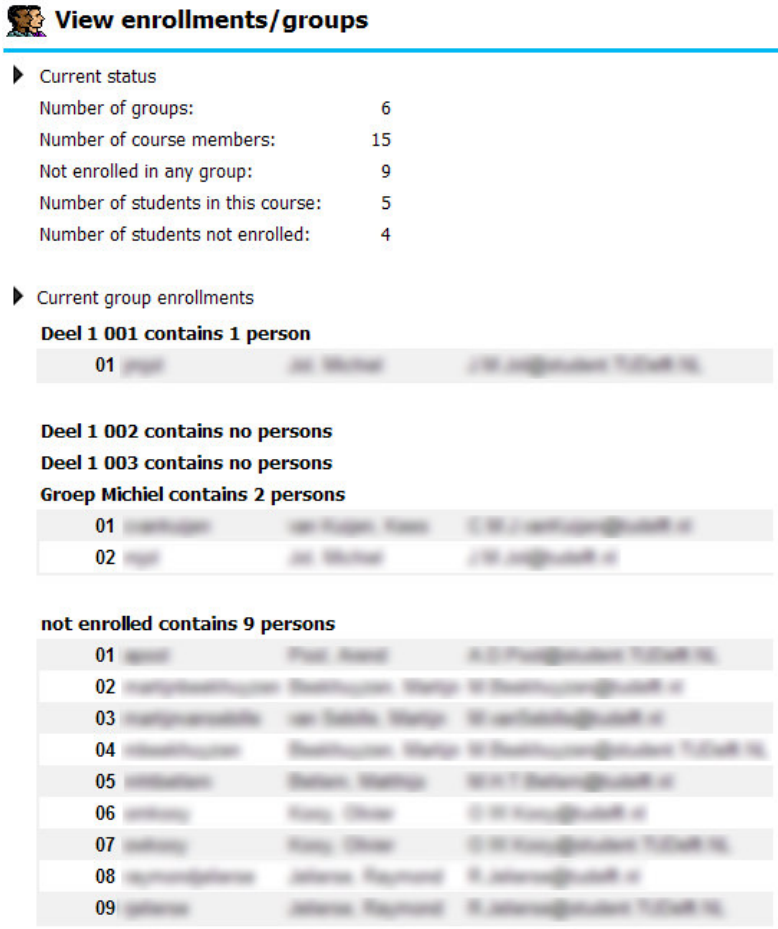
Click the **Submit**-button to apply the settings.

Self enrollment in the Tools-section


Self enrollment
You are not enrolled yet, please choose a group and click on the enroll link left of the group name.
Enroll Groep 001 (3 enrolled, limit is 3)
Enroll Groep 002 (2 enrolled, limit is 3)
Enroll Groep 003 (2 enrolled, limit is 3)

If self enrollment has been enabled, the user will be able to enroll itself using the above interface. Every group that a user can still enroll in will have an **Enroll**-button next to its name. Users can also unenroll from groups they are already a member of, by using the **Unenroll**-button next to a group's name.

View enrollments/groups

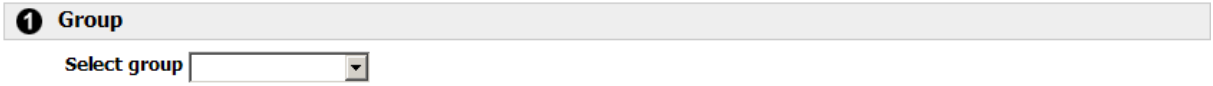


This option provides a list of all available groups and their members. It also shows a list of users that are not enrolled in any group.

Group grade

You can use group grade to apply a grade for all members of a group at once. This grade will be included in the Blackboard Grade Center.

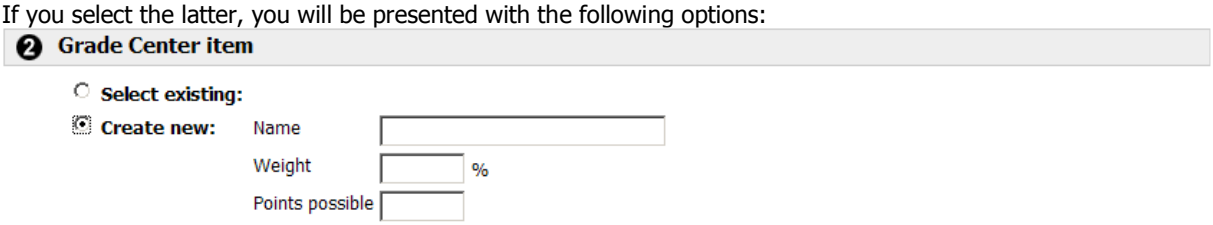
Group



Pick the group that needs grading from the dropdown list.

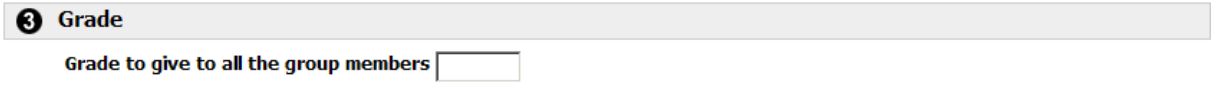
Grade Center item

Select which Grade Center item you want to grade. This can either be an existing item, or a newly created item. If you select the latter, you will be presented with the following options:



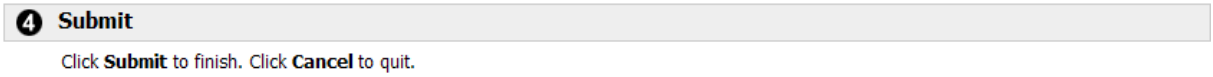
Name: Enter the name of the item that you want to create.
Weight: The relative weight of the created item.
Points possible: The maximum amount of points that can be awarded for this item.
Note: both weight and points possible can be a decimal number (i.e. **7.5**).

Grade



Enter a grade for all members of this group, i.e. '8.3'. You can also give a qualitative response, i.e. 'voldoende'.

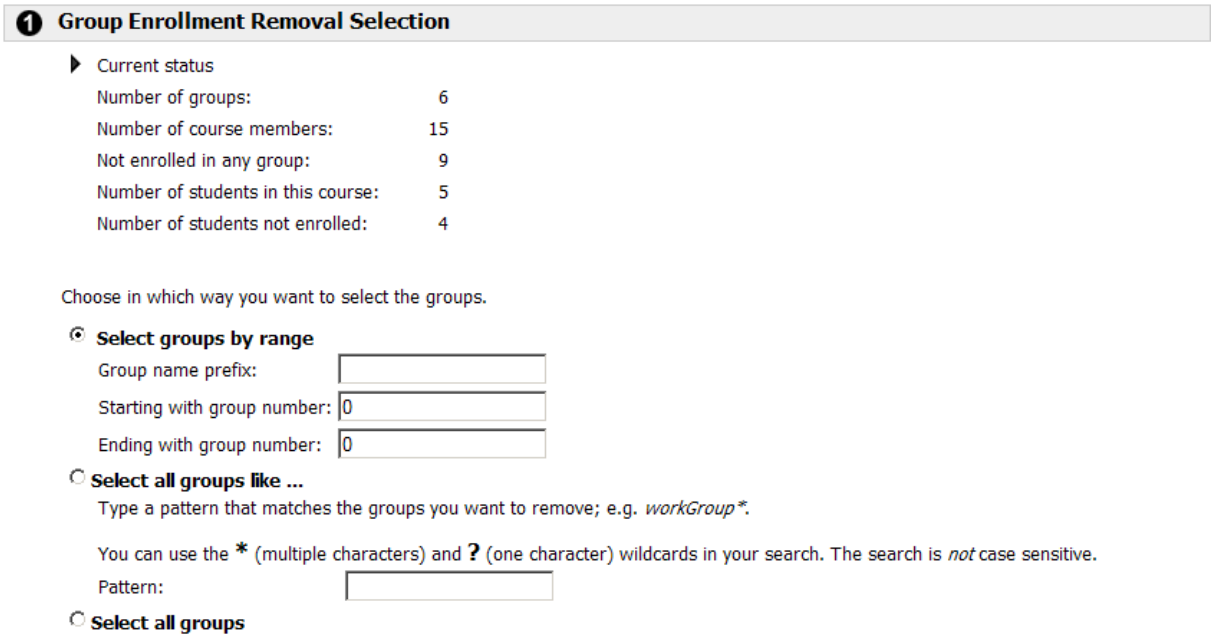
Submit



Click the Submit-button to grade the attempt for all members of the selected group. You can check the result in the Blackboard Grade Center.

Remove Enrollments And Groups.

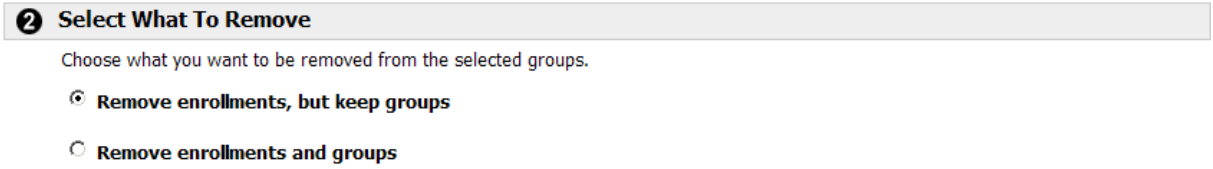
Group Enrollment Removal Options


1 Group Enrollment Removal Selection
Current status
Number of groups: 6
Number of course members: 15
Not enrolled in any group: 9
Number of students in this course: 5
Number of students not enrolled: 4
Choose in which way you want to select the groups.
Select groups by range
Group name prefix:
Starting with group number: 0
Ending with group number: 0
Select all groups like ...
Type a pattern that matches the groups you want to remove; e.g. workGroup*.
You can use the * (multiple characters) and ? (one character) wildcards in your search. The search is not case sensitive.
Pattern:
Select all groups

This section determines the method of selecting the groups that will be removed. There are three possiblities:

1. Using **select groups by range**, you can select a range of groups that have been created using the Advanced Group Tool; characteristic for these groups is that they consist of a textual prefix and a sequential number (001 to 999).
2. Using **select all groups like...**, you can define a search pattern for selecting groups. This option allows you to use the wildcards *****, one or more characters, and **?**, a single character. For example, **grp*** will select all groups that start with **grp**.
3. Select all groups will select all available groups in the course.

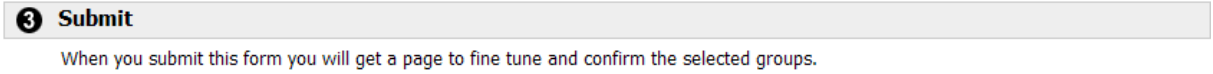
Select What To Remove


2 Select What To Remove
Choose what you want to be removed from the selected groups.
Remove enrollments, but keep groups
Remove enrollments and groups

This section determines what should be removed:

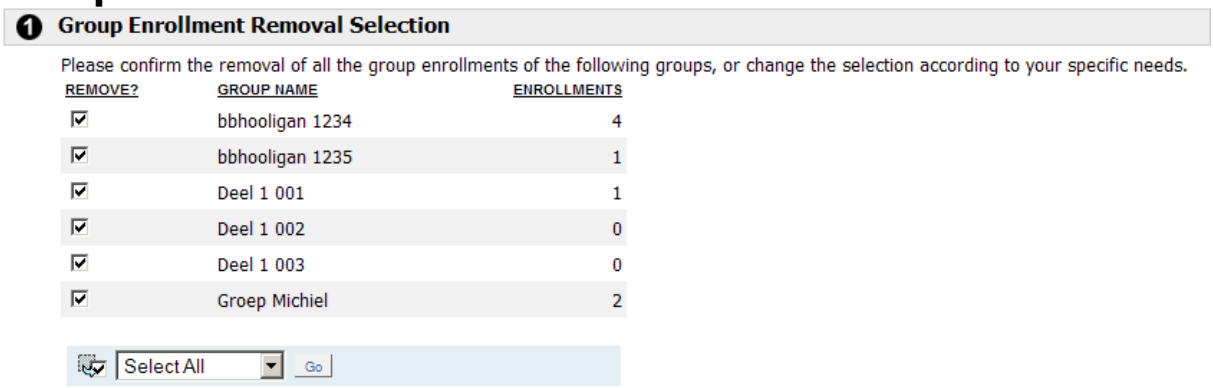
- **Remove enrollments, but keep groups**: all group memberships for the selected groups will be removed, but the groups themselves remain.
- **Remove enrollments and groups**: all group memberships for the selected groups will be removed, as will the groups themselves.

Submit



Click the **Submit**-button to proceed to the next screen.

Group Enrollment Removal Selection



After you clicked the submit-button, you will be presented with the above screen, which allows you to select the groups that will be affected by the removal. This allows you to fine-tune the selection made using the selected option in the previous window. All checked groups will be removed.

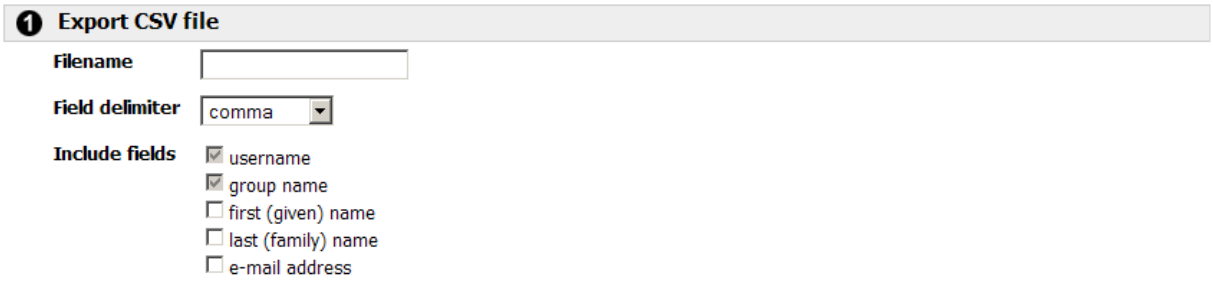
Submit

Click the **Submit**-button to finish the removal.

Export Group Enrollments

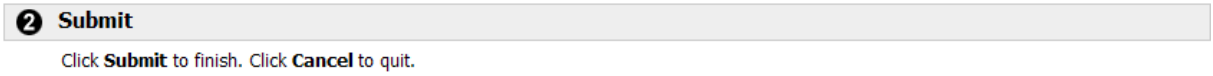
This option allows you to export the group memberships in this course. All memberships will be exported in a CSV-file. You can the, for example, use this file to apply the group memberships to another course.

Export CSV File



Filename: The name of the file that the data will be exported to (including extension).
Field delimiter: The type of delimiter used to separate the fields (comma, semicolon or tab).
Include fields: Which fields to include when exporting the group memberships. Username and group name are always selected.

Submit



Click the Submit-button to create the file with the exported data. Based on your browser-settings you will be prompted to save the file, or it will open within your browser.

Import Group Enrollments

This option allows you to import a previously created export-file or a newly created batch-file and apply the groups and group memberships. Groups that do not exist will be created. Users that are not enrolled in your course will be skipped.

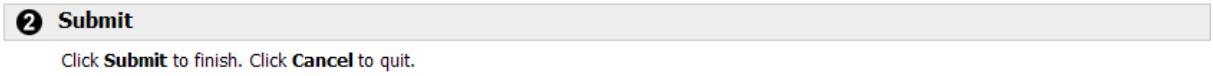
Import CVS file

Click the **Browse**-button to select the CSV-file that you want to import.
This file needs to conform to the following format:

- Its values should be separated by the selected **field delimiter**.
- The first column should contain a **NetID**.
- The second column should contain the **group name**.

It is allowed to have more than two columns, but only the first two will be used in the importing process.

Submit



Click the **Submit**-button to start the importing process. You will first be prompted with a list of the data that will be imported, for confirmation. To confirm the import, click the **OK**-button. The data will then be imported. If the data is incorrect, click the **Cancel**-button.

Manage Groups

This is a link to the default Blackboard tool for managing groups, which can also be found in the Control Panel, under the User Management section. This link is merely included to offer all links to functionality related to group management on a single page.

Contact

If you run into trouble using the Advanced Group Tool, or you just have a question about the Advanced Group Tool, you can contact e-Learning Support. They can be reached through e-mail, at els@tudelft.nl, through MSN, at els@tudelft.nl, through Skype, at els-tudelft, or by phone, at (015 – 27) 89194.